

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: **Marsik Frohling, Greshay, Schmidt, and Duchac**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 4, 2016 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: **Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Scott Smith, Chief Deputy; Jane Hooper, Clearview Administrator; Brian Field, Highway Commissioner.**

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the regular and closed session meeting of the September 20, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Eske provided a synopsis of the upcoming FLSA changes effective December 1, 2016. Eske noted that as a result of the upcoming changes a review of all positions in the County was completed in order to identify exempt positions that would be effected by the change in the minimum salary requirement. Eske handed out a summary of identified positions at Clearview in Dodge County Labor Grades Six (6) and Seven (7) that will be effected by the change in the minimum salary requirement. Eske noted that these are the only positions in the County that would be effected by the FLSA change at this time. Eske stated that both the public sector and private sector are having to make tough business decisions on how to address the FLSA status of positions that are classified as exempt but no longer meet the minimum salary requirement. Hooper provided recommendations to the Committee that would allow these positions to remain exempt. There was discussion among the Committee members. Mielke requested additional data for consideration including next step increase dates and hours worked over 40 per week. Consideration was tabled until the next Committee meeting.

Eske stated that a draft Uniform Allowance policy had been previously sent to the Committee members. Eske stated that the proposal was initiated by the Highway Department employees, but since the policy also affects the Sheriff's Office, it was sent to the Sheriff and Chief Deputy to review and includes suggested changes. The proposed policy provides an increase to the amount of annual shoe reimbursement to Highway Department employees for approved footwear and an increase to annual reimbursement to Highway Department employees for approved prescription safety glasses.

Motion by Duchac to approve the Uniform Allowance Policy #217 as presented effective January 1, 2017. Second by Schmidt. Motion carried.

Closed Session:

Motion by Frohling, second by Greshay to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to section 19.85(1)(e) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 9:31 a.m.

Open Session:

Motion by Greshay, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:35 a.m.

Eske reviewed the proposed changes to the Driver Qualification Policy. Eske stated that John Corey, Corporation Counsel, sent the proposed policy to Wisconsin Municipal Mutual Insurance Company (WMMIC), the County's liability insurer, for review and they had no concerns regarding the revisions. Eske shared that WMMIC did suggest notifying employees who operate their personal vehicles for work purposes, to verify with their insurance company if they need to carry an extra endorsement. Eske indicated that communication will be going out to employees which will encourage them to notify their insurance company.

Motion by Duchac to approve the Driver Qualification Policy as presented. Second by Frohling. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Human Resources Assistant	Human Resources
One (1) Counselor I, II or III IDP	Human Services
One (1) Human Services Supervisor – Long Term Supp. Adult Prot. Serv.	Human Services
One (1) Meal Site Manager – fill in position	Human Services
One (1) Maintenance Mechanic	Physical Facilities
Four (4) Correctional Officers	Sheriff's Office
One (1) Jail Supervisor	Sheriff's Office

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

Mindemann presented a leave of absence for consideration for an employee with Register of Deeds for a General Leave of Absence due to being employed for less than 12 months. Mindemann also presented a Medical Leave of Absence for an employee with Land Conservation. Mindemann indicated that Human Resources did have supporting medical certification for both requests.

Motion by Greshay to approve the leave of absences as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE - None. RECLASSIFICATION - Vicky L. Farley, Customer Service Support Specialist, Human Services, \$12.81, DC02, ST01 - Billing Clerk L.T.E. to F.T., 9/19/2016. STEP INCREASE- Phyllis A. Roberts, Legal Assistant, District Attorney, \$19.75, DC04, ST08A, 9/01/2016; Chad R. Hoinacki, Utility II / Truck Driver, Highway, \$18.09, DC04, ST04, 10/26/2016; Tylor D. Reed, Utility II / Truck Driver, Highway, \$18.56, DC04, ST05, 9/21/2016; Patricia Beier, Counselor I, Human Services, \$19.65, DC05, ST03, 10/20/2016; Eunice A. Berndt, RN Case Manager, Human Services, \$27.84, DC08, ST06, 8/25/2016; Melissa J. Evans, Social Worker I, Human Services, \$21.68, DC06, ST03, 10/27/2016; Lynn R. Lothen, Aging and Disabilities Specialist III, Human Services, \$28.52, DC07, ST11A, 9/28/2016; Abigail K. Sauer, RN Public Health, Human Services, \$27.84, DC08, ST06, 11/05/2016; Kelly S. Smith, Counselor III, Human Services, \$23.08, DC07, ST02, 9/24/2016; Julie L. Zemke, Psychiatric Therapist II, Human Services, \$27.79, DC09, ST03, 10/13/2016; Carole M. Baker, Correctional Officer, Sheriff, \$25.22, DC05, ST14A, 9/02/2016; Tammy C. Gebhardt, Communications Officer, Sheriff, \$23.90, DC05, ST11B, 9/25/2016; Aimee S. Pitzlin, Correctional Officer, Sheriff, \$19.65, DC05, ST03, 9/30/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: Schmidt shared comments regarding a recent WiscNet presentation entitled Making a Better Workplace that he attended at the Wisconsin Counties Association conference. Marsik added remarks regarding succession planning with a mentoring emphasis.

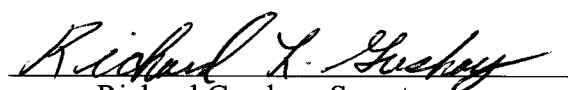
HR Director's Report:

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: None

Future Agenda Items: Sworn Union Negotiations, Ethics Hotline Update, Electronic Survey Monkey and 360 Evaluations; FLSA changes.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **October 18, 2016 at 9:00 a.m. and November 7, 2016 at 10:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:11 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

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Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, October 4, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

MEMBERS EXCUSED: None

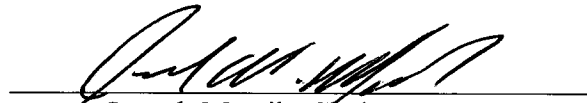
ALSO PRESENT: Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Tonia Mindemann, Assistant Human Resources Director; Scott Smith, Chief Deputy; Kyle Gulya, County Labor Attorney (by phone)

Motion by Frohling, second by Greshay to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to section 19.85(1)(e) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 9:31 a.m.

The Committee discussed negotiation strategies for collective bargaining.

Motion by Greshay, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:35 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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